



Safety Equipment and Other Enhancements

LSD purchased 66 pairs of safety shoes for new employees, or as replacements, at a cost of approximately \$1,600.00.

Purchased an electric pallet lift for use in the Mail and Courier Branch (M&CB/LSD). This lift is used for moving the mail within the branch rather than physically carrying the heavy bags. Cost \$5,300.00.

Purchased and installed a new x-ray machine in the M&CB. This machine is used to x-ray suspect mail and provide safe disposal of any potentially harmful items. This x-ray machine is rated "low-dose" which makes it less hazardous to the operators than the machine it replaced. Cost \$28,000.00.

All fire extinguishers in LSD were inspected during 1980. New fire extinguishers were installed in the Building Services Branch (BSB) supply room and storage area at Headquarters. Signs were installed at the fuel island at the Motor Pool Branch (MPB) indicating location of fire extinguishers. Approximately 15 fire extinguishers were installed at computer terminal locations

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[redacted]  
Signs "For Emergency Use Only" were affixed to the glass panels on four exit doors in the North and South cafeterias at Headquarters.

Five "Emergency Exit Only" signs were installed on the stairwell doors leading from the second floor to the first floor in certain stairwells in the Headquarters Building.

Modified the West Parking Lot walkways and removed an old fence gate to improve pedestrian access to the West lot. Cost \$1,300.00.

Employees other than the chefs have been instructed not to walk through or stand in the immediate cooking area of the kitchen for the Executive Dining Room. This eliminates the possibility of someone being accidentally injured.

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Installed a Folger Adams Electric Door Release for the security barrier in the North stairwell of the Ames Building.

Emergency lights have been purchased and installed in designated areas of the Motor Pool and

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[redacted]

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In the repair bays at the Motor Pool, the automobile batteries have been removed from the area of the electric arc welder and all compressed gas cylinders have been restrained as requested in the most recent safety inspection.

### Training

Nine employees attended the Basic Health and Safety Course and two individuals attended the Safety and Health Survey Course. Both courses were provided on Agency premises.

### Health

A regular cleaning program in the Executive Dining Room, particularly in the kitchen area, was established in order to avoid any potential safety or health problems.

"No Smoking" signs were put in the conference rooms in the

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### Safety Objectives for CY 1981

Add handrails to stage stairs in the Headquarters Auditorium.

Repair North Loading Dock stairs and paint pedestrian walkways.

Provide safety shoes for all new employees and replace shoes due to fair wear and tear. This will be done in the branches as required.

Install switches on the outside of the [redacted] to control lighting within the vaulted area.

Safety guards and devices will be installed on the [redacted] machine in Room BC-45.

Curbing will be installed in Room BE-44 [redacted] to control the water flow, and any accidental flooding.

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